

S-E-C-R-E-T

DP/3 09-3930

This Notice Expires 1 September 1970

TRAVEL



25 August 1969

25X1


ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

Rescission: 

25X1

25X1

1. GENERAL

- a. This notice amends and replaces  which announced the establishment of the CIA Travel Policy Committee.
- b. The Travel Policy Committee will advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and promulgation of travel regulations.

25X1

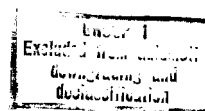
2. RESPONSIBILITIES

The Committee will be responsible for:

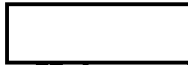
- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

MORI/CDF pages 25 thru 29

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25 August 1969

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3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of a Chairman designated by the Deputy Director for Support and one member representing each Directorate and the General Counsel. The Director of Finance will designate a Secretary and Advisor to the Committee.

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) John W. Coffey

R. L. BANNERMAN

for **Deputy Director
for Support**

25 AUG 1969

DISTRIBUTION: AB

ADD/S:JWC/ms (22 Aug 69)

Distribution:

Orig - RCB

1 - DD/S Signature (RCB)

2

1 - DD/S Chrono

1 - DD/S Subject ✓


S-E-C-R-E-T

~~S-E-C-R-E-T~~

25X1

This Notice Expires 1 September 1970

TRAVEL


22 August 1969

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

Rescission: 

25X1

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and promulgation of travel regulations.

2. RESPONSIBILITIES

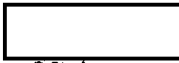
The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation

~~S-E-C-R-E-T~~



22 August 1969

TRAVEL

of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of a Chairman designated by the Deputy Director for Support and one member representing each Directorate and the General Counsel. The Director of Finance will designate a Secretary and Advisor to the Committee.

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: AB


P-
Pls pull the
latest Travel
Committee version -
hope it not printed
yet - so we
can see about
adding OP rep

21 AUG 1969

21 Aug 69 - Mr. C. - RCB advises that was
forwarded to the Printing Plant on 14 Aug. Would you
like for me to ask them to suspend action?

25X1

STAT

 indicated
that they were
inviting Personnel Reps.
to all meetings.

I'd say that we
should give in and
have a Personnel Rep
as a member of an
adviser.

SECRET

15 AUG 1969

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : [] The CIA Travel Policy Committee
(Job 5921-BTJ)

25X1

REFERENCE : [] 17 April 1969

25X1

1. We are forwarding for your information an advance copy of [] The CIA Travel Policy Committee, which the Deputy Director for Support has approved.

25X1

2. The committee recommended rescission of [] and publication of a revised notice, reflecting the following changes:

25X1

(a) The committee will no longer review or adjudicate travel claims or make recommendations to the Deputy Director for Support respecting the validity or equitable settlement of such claims;

(b) Provision is made for designation of alternates for each member.

25X1

[]
Chief, Support Services Staff

Attachment:
Proposed []

cc: D/F
D/P
D/C
SSA-DDS

Distribution:

- O+5 - Addressees
- 1 - D/F (info)
- 1 - D/P (info)
- 1 - D/C (info)
- 1 - SSA-DDS (info)
- 1 - DDS/Chrono
- 1 - DDS/Subject
- 1 - RCB w/h

SSS/RCB/BTJ:11c (13 August 1969)

25X1

FILE Travel

DD/S 69-3656

Assistant Deputy Director for Support
Room 7D18
Hqs

Chief, Support Services Staff
Room 710, Magazine

Chief, Regulations Control Branch
Room 712, Magazine

To 1 and 2 -

The Travel Policy Committee recommended revision of 25X1 to delete references to the Committee's dealing with travel claims. In addition, the Committee proposed that provision be made for the designation of alternates for each member. Names are deliberately not included for the alternates to limit the likelihood of having to update as individual assignments are changed. The deletion of the name of the Advisor and Secretary reflects the same idea.

Since the above, with the exception of the deletion of the Secretary's name and the substitute sentence regarding the Advisor and Secretary, represent Committee views, we do not believe that formal coordination is required.

(signed) John W. Coffey

25X1

John W. Coffey

Att

 dtd 7 Aug 69, subj:
Establishment of a CIA Travel
Policy Committee

ADD/S:JWC/ms (6 Aug 69)

Distribution:

Orig RS - Adses, w/O&I of Att

1 - DD/S Chrono, w/cy of Att

1 - DD/S Subject, w/cy of Att

SECRET

This Notice Expires 1 September 1970

TRAVEL

25X1

7 August 1969

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

Rescission:

25X1

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies and the coordination and promulgation of travel regulations.

2. RESPONSIBILITIES

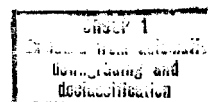
The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

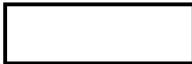
3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation

S-E-C-R-E-T



S-E-C-R-E-T



7 August 1969

25X1
TRAVEL

of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:



Support Services	Chairman
Clandestine Service	Member
Directorate of Intelligence	Member
Directorate of Science	
and Technology	Member
Office of General Counsel	Member

25X1

The Director of Finance will designate a Secretary and Advisor to the Committee.

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(S) [Redacted]

for **R. L. BANNERMAN**
Deputy Director
for Support

6 AUG 1969

DISTRIBUTION: AB

ADD/S:JWC/ms (6 Aug 69)

2

DD/S Distribution:

Orig - RCB

S-E-C-R-E-T

1 - DD/S Signature (RCB) 1 - DD/S Chrono 1 - DD/S Subject

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	Mr. Coffey			15 JUL 1969	<i>gko</i>
2	SSA [redacted]				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
Jack,					
Attached is proposed revision of [redacted]					
The Travel Policy Committee feels that Committee is not proper avenue for adjudication of claims - that such should be handled through command channels. I agree. Also, provision for alternate members is needed. [redacted] and I would like to discuss these items as well as get your general reaction to committee posture and coverage when convenient with you.					
<i>1-2 I suggested this wait your return. Pls bring up after you surface.</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

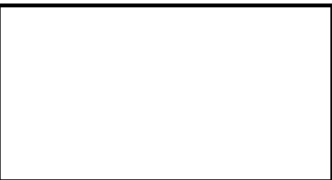
STAT

STAT

STAT

P -


Let's take a reading
on the Travel Committee

- would you call
 secy & ask if
any meetings have
yet been held

25X1

12 June 69

JWC

Mr. Bush's secretary (in absence of )
secretary) advised "not that they know of".

25X1

This Notice Expires 1 May 1970

TRAVEL

17 April 1969

25X1

25X1

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies, ~~the coordination and promulgation of travel regulations, and the review and adjudication of disputed travel claims.~~

2. RESPONSIBILITIES

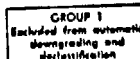
The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. ~~Reviewing disputed or appealed travel claims and making recommendations to the Deputy Director for Support respecting the validity and equitable settlement of such claims.~~
- d. ~~/e/~~ Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

S-E-C-R-E-T



17 April 1969

TRAVEL

25X1

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:



Support Services	Chairman
Clandestine Service	Member
Directorate of Intelligence	Member
Directorate of Science	
and Technology	Member
Office of General Counsel	Member
Office of Finance	Advisor and Secretary

25X1

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

Each member of the Committee shall have a duly appointed alternate to represent his Directorate in case of his absence. The member shall notify the Secretary of the Committee upon the appointment or change in designation of his alternate.

D/F will furnish secretary -

DISTRIBUTION: AB

10/15 00-0091

5 Feb. 69

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel

SUBJECT : Establishment of a CIA Travel Policy Committee

1. The Inspector General in his last survey of the Office of Finance included a recommendation that I prepare and submit to the Executive Director-Comptroller for approval a proposal for the establishment of the CIA Travel Policy Committee. This recommendation was approved and a proposed Notice, announcing the establishment and assignment of responsibilities of such a Committee, was submitted to the Executive Director-Comptroller as a part of a final report on the IG Survey, which he approved and accepted as such.

2. I am now moving to establish the Travel Committee which will be announced in a Headquarters Notice, a draft copy of which is attached for your information. Despite the fact that another inter-Directorate group is thereby established, I believe that you will agree that this group is needed and that each of us will benefit from its operation as we have from the operations of the Covert Tax Committee and the Administrative Allowances Committee. I am designating [redacted] Deputy Director for Finance Operations, Office of Finance, as Chairman and would appreciate receiving the name of your designee on the Committee as soon as convenient.

STAT

12
R. L. Rensslerman
Deputy Director
for Support

Att

cc: Director of Finance, w/Att ✓
Director of Personnel, w/Att
Director of Security, w/Att

STAT

SECRET

25X1

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

1. GENERAL

Effective _____ there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies, the coordination and promulgation of travel regulations, and the review and adjudication of disputed travel claims.

2. RESPONSIBILITIES

The Committee will be responsible for:

- a. Generating recommendations for changes, and evaluating changes recommended by others, of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility, and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof, and that appropriate changes in regulations are coordinated and issued on a timely basis.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.

d. Reviewing disputes or appealed travel claims and making recommendations to the Deputy Director for Support respecting the validity and equitable settlement of such claims.

e. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:

A Senior Officer designated by DD/S - Chairman

A Senior Officer designated by DD/P - Member

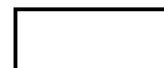
A Senior Officer designated by DD/I - Member

A Senior Officer designated by DD/S&T - Member

A Representative of the Office of General Counsel - Member

A Representative of the Office of Finance - Advisor & Secretary

ORGANIZATION



Representatives of the Office of Personnel and Security, and the Central Cover Staff, DDP/P, will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

Approved For Release 2006/10/12 : CIA-RDP84-00780R003800030014-5 STAT

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Next 10 Page(s) In Document Denied